

INFORMATION DISCLOSURE STATEMENT CHECKLIST

Client/Matter Number: 08935/151001
Client/Matter Name: Gillette/M-4849

February 7, 2000

1st 2nd
Check Check

☒ ☐ The IDS is being filed:

- ☐ with a new application OR within three months of the filing date of the application.
- ☒ before the mailing date of a first office action on the merits.
- ☐ before the mailing date of a final office action OR a notice of allowance. Late fee under \$1.17(p) is paid OR certification under \$1.97(e) (1) is made.
- ☐ after the mailing date of a final office action OR a notice of allowance. Certification under \$1.97(e) (1) is made, petition requesting consideration of the IDS is made, AND petition fee under \$1.17(i) (1) is paid.

n/a ☐ The relevance of each non-English reference is described, e.g., by submitting a translation of the reference, an English abstract of the reference, or an English language counterpart application/patent of the reference.

n/a ☐ If any of the references are from a communication of a foreign patent office in a counterpart application, a copy of the communication (e.g., the search report) is enclosed.

n/a ☐ If the present application claims priority under §120, all references already cited in the parent applications are listed. No copies of these references need be provided.

☒ ☐ The PTO-1449 lists all US patent references by patent number, issue date, patentee, and class/subclass; all foreign patent references by document number, publication date, and country; and all other references by author, title, date, and place of publication.

☒ ☐ First class certificate of mailing is included, signed and dated.

☒ ☐ Postcard includes billing attorney's initials, lists all papers being sent and the number of pages of each.

☒ ☐ Preprinted envelope or label is used, which is addressed to Assistant Commissioner for Patents, Washington, DC 20231.

☐ File copies are complete, including all signatures and dates.

☒ ☐ Billing secretary's manual docket entry is updated.

☐ Action Due Record in database is updated. File copy, tab, and updated table of contents are filed in prosecution folder.

Checked By: slh
1st Checker

Handling Atty

2nd Checker & Date

TC 1700 MAIL ROOM

FEB 17 2000

RECEIVED

INSTRUCTIONS

This checklist is intended to minimize errors in the filing of PTO correspondence. It must be completed for all Information Disclosure Statements.

- Step 1** **First Checker** (typically, the handling attorney/agent's secretary) reviews each item on the checklist, completes any information requested, and checks each box in the first column of boxes. Note: The first check is done BEFORE the attorney/agent signs anything. When the first check is complete, the first checker initials the checklist where indicated and presents the response and checklist to the attorney/agent.
- Step 2** **Handling Attorney** reviews the correspondence and the first column of boxes on the checklist for completeness and initials the checklist where indicated. Once the attorney has reviewed the checklist, he or she signs the PTO correspondence and related papers and returns them to the first checker who calls the second checker.
- Step 3** **Second Checker** reviews each item on the checklist, double checks any information entered by the first checker, and checks each box in the second column of boxes. Once the double check is done, the second checker initials the checklist where indicated, seals the envelope, and gives it to office services to deliver to the Post Office.

If at any point in the above steps the PTO correspondence does not comply with the requirements of the checklist, the correspondence and checklist are to be returned to the first checker with an explanation of what is wrong so that it can be corrected.

If the PTO correspondence is filed when a second checker is unavailable, the first checker should complete the first column of boxes, ensure that all necessary signatures and copies are made, and then file the correspondence, leaving the checklist and file with the second checker to be completed the next business day.

Please forward your questions regarding this form and its use to Practice Systems.